

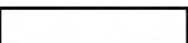


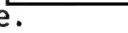


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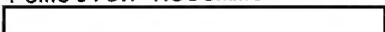
SPECIAL PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
5 November 1976

1. There were no additions to the agenda for 5 November 1976.

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2.  reported to the Panel that he had talked with  about a possible promotion recommendation for  from a GS-04 to a GS-05 as requested at the last meeting.  stated he did not want to recommend promotion at this time.

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3. ACTION : Promotion Recommendation -
 ORD
Secretary Steno
GS-05 to GS-06

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MAJORITY: Concurred.

4. The Panel reviewed the expected secretarial vacancies in ORD and possible candidates. Placement of ORD secretaries was discussed.  requested that discussion on promotion of ORD secretaries be added as an agenda item for the CSP meeting on 15 November 1976.

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5. Discussion was held on the ORD Correspondence Manual and how a revised version would be helpful to new secretaries entering on duty with ORD.  reported to the Panel that she has been working on the Manual when time permitted, and she will attempt to complete the revisions in the very near future.

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Date



Executive Secretary, CSP/ORD

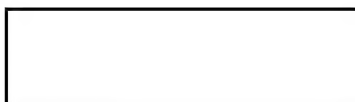
APPROVED:

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12 Nov 1976

Date



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DATE

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15 November 76

12 Nov 76

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